



PIMA COUNTY CONSOLIDATED COURTS

110 S. Church Ave., Tucson, AZ 85701

Located in the La Placita complex

www.jp.pima.gov

(520) 740-3171

8:00 am – 5:00 pm, M-F, closed holidays



YOUR FORMS HAVE NOT BEEN ELECTRONICALLY FILED WITH THE COURT.



YOU MUST STILL FILE THE FORMS WITH THE COURT AND PAY THE COURT FILING FEE (Separate from the fee you paid to create the forms).

Please refer to the information below to properly file your court documents.

You have TWO options to file your court documents generated on AZTurboCourt in the Pima County Consolidated Courts:

✓ **Mail the filing to the court OR**

✓ **File at the court in person**



Carefully read the instructions on the next page. The procedures for filing by mail or at the court (in person) are different. You must follow the instructions to properly file your court document/s.

MAIL THE FILING TO THE COURT


- 1) Print out a copy of your form/s in AZTurboCourt.
- 2) Make the correct number of copies of the form/s.
- 3) Mail the form/s, copies, filing fee, and self-addressed stamped envelope to the court and address at the top of the form/s (upon receipt the Court will mail additional information).



YOU MUST INCLUDE:

- ☐ Completed Form/s
- ☐ Correct Number of Copies
- ☐ Filing Fee
- ☐ Self-Addressed Stamped Envelope

**Copy and Fee
Information on
pg. 5 & 6**



Types of payment accepted for mail-in filings (to pay for the filing fee):

- Cashier’s Check • Money Order
- Personal Check

** Make checks payable to Pima County Justice Court at 110 S. Church Ave., Tucson, AZ 85701*



FILE AT THE COURT IN PERSON

- 1) Print out a copy of your form/s in AZTurboCourt.
- 2) Make the correct number of copies of the form/s
- 3) Bring the completed form/s , copies, and payment for the filing fee to the court to file.

YOU MUST BRING:



- ☐ Completed Form/s
- ☐ Correct Number of Copies
- ☐ Filing Fee

Types of payment accepted when filing at the court (to pay for the filing fee):

- Visa
- Mastercard
- Cashier’s Check
- Money Order
- Personal Check
- Cash
- Debit

** Make checks payable to Pima County Justice Court at 110 S. Church Ave., Tucson, AZ 85701*



SMALL CLAIMS FEE AND COPY INFORMATION

Small Claims Initial Filings

Type	Fee	Copies
Complaint Filing Fee:	\$33.00	<ul style="list-style-type: none">• 1 copy for the court• 1 copy for each plaintiff• 1 copy for each defendant

Small Claims Subsequent Filings (filed after the complaint)

Type	Fee	Copies
Answer Filing Fee <u>OR</u> Other First Time Filing:	\$13.00	<ul style="list-style-type: none">• 1 copy for the court• 1 copy for each plaintiff• 1 copy for each defendant
Transfer Fee to Civil Court	\$35.00	
Continuance Processing Cost Recovery Fee	\$10.00	



CIVIL FEE AND COPY INFORMATION

Civil Initial Filings

Form	Fee	Copies
Complaint Filing Fee:	\$75.00	<ul style="list-style-type: none"> • 1 copy for the court • 1 copy for each plaintiff • 1 copy for each defendant • 1 copy for each attorney (if applicable)

Civil Subsequent Filings (filed after the complaint)

Form	Fee	Copies
Answer Filing Fee <u>OR</u> Other First Time Filing	\$35.00	<ul style="list-style-type: none"> • 1 copy for the court • 1 copy for each plaintiff • 1 copy for each defendant • 1 copy for each attorney (if applicable)
Continuance Processing Cost Recovery Fee	\$10.00	

Minimum Clerk Fees:

Type	Fee	Copies
Filing of Any Civil Document Not Specifically Prescribed	\$24.00	<ul style="list-style-type: none"> • 1 copy for the court • 1 copy for each plaintiff • 1 copy for each defendant
Copy Fee Per Page	\$.50	
NSF Check	\$ 25.00	